

Inbox Mockups

Inbox Search Criteria page:

CARES Worker Web User ID: JX2189 User Name: G ANNYAPU Quick Select: CASE/RFA 09/09/2005

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Inbox Search Criteria Cancel Reset

Basic Search

What would you like to do?

- ☒ View and select to process unassigned applications in my County / Tribe
- ☐ View and select to process my applications
- ☐ View and select to process all applications in my County / Tribe

Go

Advanced Search

Application Search Criteria

- County / Tribe: 40 - MILWAUKEE COUNTY
- Application Status: Assigned
- Office:
- Worker ID:
- Programs Requested: ☐ Family Medicaid ☐ FoodShare ☐ Family Planning Waiver
- Language:
- First Letter of Applicant's Last Name: to
- Priority Service eligible:
- Date Submitted: MM/DD/YYYY to MM/DD/YYYY
- Disability Status:
- Application Type:
- Zip:

What would you like to do?

- ☒ View and select to process applications meeting the above criteria
- ☐ View and select to assign applications meeting the above criteria

Go

- Application Status options: Unassigned, Assigned, Both
- Priority Service Eligible options: Yes, No
- Disability Status options: Yes, No
- Application Type options: ACCESS Online, Mail-in
- Language options: English, Spanish, Other
- The Office and Worker ID are optional fields in the Advanced Search criteria if the 'Assigned' application status is selected.

Basic Search

- View and select to process unassigned applications in my County/ Tribe: This option will take the worker to the Application Listing page in View mode and display all the unassigned applications in the worker's county/ tribe.
- View and select to process my applications: This option will take the worker to the Application Listing page in View mode and display all the worker's assigned applications.
- View and select to process all applications in my County/ Tribe: This option will take the worker to the Application Listing page in View mode and display all the assigned and unassigned applications in the worker's county/ tribe.

What would you like to do?

- View applications meeting the above criteria: This option will take the worker to the Application Listing page in View mode and display all the applications that meet the advanced search criteria.
- Assign applications meeting the above criteria: This option will take the worker to the Application Listing page in Assign mode and display all the applications that meet the advanced search criteria in order to assign to another worker.

Inbox Application Listing page:

View Mode

CARES Worker Web User ID: JX2189 User Name: G ANNYAPU Quick Select: CASE/RFA Go Help Logout 07/08/2005

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Inbox Applications - View Cancel [] Reset

County / Tribe: **40** Office: **5040**

Worker: **VINOTH GNANAMANI (XCT752)** Application Status: **All**

Date Submitted: **03/24/2005** Priority Service eligible:

Programs Requested: Disability Status:

First Letter of Applicant's Last Name: Application Type: **ACCESS**

Language: **E - English** Zip: **53719**

Application Listing

1 of 2 Pages

| Process Application | Assigned Worker | Application ID | Applicant Name | Date Submitted | Priority Service eligible | Programs Requested | Disability Status | Application Type | Language | Zip | |
|-----------------------|-----------------------------------------------------|----------------|----------------|----------------|---------------------------|-------------------------------|-------------------|------------------|-------------|-------|------|
| <input type="radio"/> | Process next application meeting the above criteria | | | | | | | | | | |
| <input type="radio"/> | XCT684 | 5426898254 | Marlon Brando | 03/24/2005 | No | FoodShare, No Family Medicaid | No | ACCESS | E - ENGLISH | 53719 | View |
| <input type="radio"/> | XCT752 | 3254897565 | John Chinnick | 04/26/2004 | Yes | FoodShare | No | ACCESS | E - ENGLISH | 52405 | View |
| <input type="radio"/> | | 6282571581 | Tom Brokaw | 10/22/2004 | No | Family Planning Waiver | No | ACCESS | E - ENGLISH | 50326 | View |
| <input type="radio"/> | XCT752 | 4255582154 | Kha Cheng | 02/18/2005 | Yes | Family Medicaid | Yes | ACCESS | E - ENGLISH | 51258 | View |

Cancel [] Previous Next

- The worker can select an unassigned or assigned application to be processed.
- The worker can also process the next available application meeting the search criteria.
- Once the worker selects an application to process and click 'Next', the RFA information will be created in the background and the RFA Summary page will be displayed.
 - If an assigned application is processed, the RFA will be in 'Complete' status and the worker can begin Intake on the RFA Summary page.
 - If an unassigned application is processed, the RFA will be in 'Pending' status. An informational message will be displayed on the RFA Summary page indicating the worker to enter the Assigned Worker ID on the Additional Data page.
- 'Previous' will take the workers back to the Inbox Search Criteria page.
- If this page is directly accessed on the menu, it will display all the assigned applications of the worker by default.
- The 'View' button will bring up a PDF form of the online application.
- The magnifying glass will take the worker to the Application Summary page.
- If the worker came to this page from the Basic Search, then only the Office, Worker and Application Status criteria will be displayed in the first section.
- The applications will be sorted by the Priority Service and submitted date.

Inbox Application Listing page:

Assign mode

CARES Worker Web

User ID: JX2189 User Name: G ANNYAPU

Quick Select: CASE/RFA

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County / Tribe: 40

Office: 5040

Worker: VINOTH GNANAMANI (XCT752)

Application Status: All

Date Submitted: 03/24/2005

Priority Service eligible:

Programs Requested:

Disability Status:

First Letter of Applicant's Last Name:

Application Type: ACCESS

Language: E - English

Zip: 53719

Application Listing

1 of 2 Pages

| Assign / Reassign Application | Assigned Worker | Application ID | Applicant Name | Date Submitted | Priority Service eligible | Programs Requested | Disability Status | Application Type | Language | Zip | |
|-------------------------------|-----------------|----------------|----------------|----------------|---------------------------|----------------------------|-------------------|------------------|-------------|-------|----------------------|
| <input type="checkbox"/> | XCT752 | 3254897565 | John Chinnick | 04/26/2004 | Yes | FoodShare | No | ACCESS | E - ENGLISH | 52450 | View |
| <input type="checkbox"/> | XCT684 | 5426898254 | Marlon Brando | 03/24/2005 | No | FoodShare, Family Medicaid | No | ACCESS | E - ENGLISH | 50215 | View |
| <input type="checkbox"/> | XCT752 | 4255582154 | Kha Cheng | 02/18/2005 | Yes | Family Medicaid | Yes | ACCESS | E - ENGLISH | 55689 | View |
| <input type="checkbox"/> | | 4568956589 | Jane Fonda | 06/14/2005 | No | Family Planning Waiver | No | ACCESS | E - ENGLISH | 51458 | View |

Applications to Assign

Reset

Add

| Application ID | Applicant Name | Date Submitted | Priority Service eligible | Programs Requested | Disability Status | Application Type | Language | Zip | |
|----------------|----------------|----------------|---------------------------|--------------------|-------------------|------------------|-------------|-------|----------------------|
| 3254897565 | John Chinnick | 04/26/2004 | Yes | FoodShare | No | ACCESS | E - ENGLISH | 52450 | View |

To Office: 5040

To Worker ID: XCT784

What would you like to do?

☒ Assign applications listed in the 'Applications to Assign' Section

☐ Assign all applications meeting the above criteria

Cancel

Previous

Next

- An unassigned application can be assigned to an office and a worker.
- An assigned application can be reassigned to another office and worker.
- The 'View' button will bring up a PDF form of the online application.
- The magnifying glass will take the worker to the Application Summary page.
- The applications will be sorted by the Priority Service and submitted date.

What would you like to do?

- Assign applications listed in the 'Applications to Assign' section: This option will allow the worker to assign all the applications that the worker selected from the listing to a worker.
- Assign applications meeting the above criteria: This option will allow the worker to assign all the applications that match the search criteria to a worker.

Application Summary page:

CARES Worker Web User ID: XCTS67 User Name: V ARIKATIA Quick Select: CASE/RFA Go Help Logout 09/14/2005

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Application Summary

Reset

| | | | |
|------------------------------------------------------|-------------------------------------------|--------------------|------------------------------|
| Primary Applicant Information | | | |
| Name: | ROBERT SMITH | Birth Date: | 01/03/1978 |
| SSN: | 391-23-4564 | Gender: | MALE |
| Application Information | | | |
| Application ID: | 5426898254 | View | Application Status: Assigned |
| Application Type: | ACCESS | Date Submitted: | 07/19/2005 |
| Disability Status: | NO | | |
| Office Information | | | |
| County / Tribe: | 40 - MILWAUKEE COUNTY | Office: | 5040 - MILW CO DSS |
| Assigned Worker: | XCT752 (VINOTH GNANAMANI) | | |
| Contact Information | | | |
| Household Address: | 403 W WASHINGTON AVE MADISON, WI 53719 | Phone: | N/A |
| CWW Information | | | |
| Resulting RFA: | 5000565754 | Resulting Case: | 7854563853 |
| Programs | | Filing Date | |
| Family Medicaid (Including BadgerCare) | | 09/10/2005 | |
| Family Planning Waiver | | Not Requested | |
| FoodShare (Priority Service Eligible) | | 09/10/2005 | |
| What would you like to do? | | | |
| <input checked="" type="radio"/> Process Application | | | |
| <input type="radio"/> Transfer Application | | | |
| County / Tribe: <input type="text"/> | | | |

Cancel ☐ Previous Next

- The worker can come to this page the following ways:
 - Quick Select for an Application ID (Previous button will not be displayed on this page)
 - Application ID on the Search page
 - Magnifying glass on the Application Listing page
- The 'View' button will bring up a PDF form of the online application.
- The magnifying glass for the Resulting RFA and Case will take the worker to the RFA Summary or Case Summary pages accordingly.

What would you like to do?

- Process application: Once the worker selects this option and clicks 'Next', the RFA information will be created in the background and the RFA Summary page will be displayed.
- Transfer Application: The worker could use this option to transfer the application to another County/ Tribe.